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MEMORANDUM FOR THE RECORD

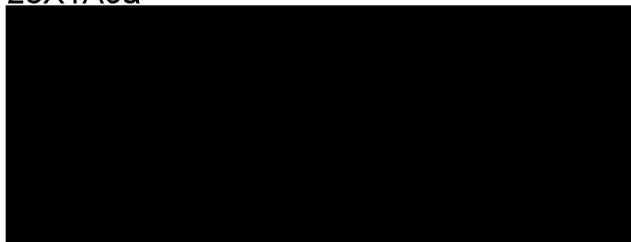
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SUBJECT: Visit with the Office of Communications, DDS, RMO,


DATE VISITED: 3 October 1968

PROGRAM BRIEF: The Office of Communication records management program remains a model for other programs within the Agency. The program is rooted in authority, backed by management, and administered by personnel of professional competence. It also has a plan, a framework which prescribes its depth, and is truly a fulfillment of the total program concept as practiced anywhere in the Agency. And as the OC records management personnel continue to display their competence in the records field, this competence spills over into the other activities of the Office. the OC/RMO is directly involved in the OC history program. She is responsible for regulation control. She also has the responsibility for the review of reproduction equipment. OC has its annual "Clean-up" Campaign - the one for 1968 was held in September and October both for field and headquarters. A reports control program, in the traditional sense, is in its final phase of development after approximately a two-year preparatory phase. It was recognized some time ago by the OC/RMO that with the extensive field service of OC there was a strengthening of the world-wide OC program need through training in records throughout OC. The OC/RMO has now developed a training schedule and participates in the Communications Officer Development Program. This training includes the records control and processing as well as the records management functions within OC. The OC/RMO is in the process of standardizing retention periods and records series descriptions for all OC offices in preparation of forward-looking Records Control Schedules. The Vital Records Deposit Schedule is also under revision with a view toward overall OC schedule compatibility. It is also refreshing to know that the OC/RMO is progressive, wants to learn about the new, and is interested in the development through training of her subordinates.

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